

State Agencies/Colleges and Universities Waste Reduction, Recycling and Buy Recycled Fiscal Year **2003 Annual Report**

Prepared for
The Honorable Mark Sanford, Governor
Members of the Legislature
State of South Carolina

Prepared by
S.C. Department of Health and Environmental Control's
Office of Solid Waste Reduction and Recycling
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DHEC's Office of Solid Waste Reduction and Recycling

The S.C. Department of Health and Environmental Control's (DHEC) Office of Solid Waste Reduction and Recycling (Office) was created by the S.C. Solid Waste Policy and Management Act of 1991 (Act). The Office provides technical assistance, education and outreach programs as well as grant funding for solid waste management issues to local governments, schools and colleges and universities.

Major projects of the Office include:

- **"Action for a cleaner tomorrow: A South Carolina Environmental Curriculum Supplement"** – "Action" is a national award-winning kindergarten through 12th grade activity-based interdisciplinary curriculum supplement that can serve as a starting place for introducing basic environmental education in the classroom.
- **Business Recycling Assistance Program (B-RAP)** – B-RAP is designed to help businesses identify better waste management practices with the goal of conserving natural resources and saving money. Services offered include site visits to assess waste reduction and recycling

opportunities, research for potential markets for recovered materials and industrial by-products and identification of effective substitutes for hazardous materials. B-RAP is a partnership of DHEC and the S.C. Department of Commerce. To learn more about the program, please visit www.scdhec.gov/brap.

- **The Recycle Guys Public Awareness Campaign** – "R-E-C-Y-C-L-E... it begins with you and me" is the opening line of the Office's national award-winning public service announcements (PSAs). These animated 15- and 30-second television PSAs, first broadcast in 1997, feature the "Recycle Guys" who began their career as the Office's logo in 1992. In addition to getting the word out about recycling, the campaign has grown to include PSAs on air, water and energy. The campaign has been adopted by nine states including North Carolina, Arizona and Pennsylvania as well as the City of Denver.

For more information about these and other programs offered by the Office, visit www.scdhec.gov/recycle or call the statewide recycling hot line at 1-800-768-7348.



*This report is printed
on RECYCLED content paper.*

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* This guide is only for state agencies as well as colleges and universities in the Columbia area that have a recycling program serviced by the S.C. Department of Corrections.

Introduction

The S.C. Solid Waste Policy and Management Act (Act) became law on May 27, 1991.

The Act outlined a comprehensive approach to solid waste management that included setting waste reduction and recycling goals and requiring local governments to keep track of and report to the S.C. Department of Health and Environmental Control (DHEC) the amount of solid waste generated and recycled.

The Act was amended on October 3, 2000 to require state agencies as well as colleges and universities to measure waste reduction, recycling and buying

recycled activities and report those activities by September 15 each year to DHEC. In turn, DHEC is required to compile all of the state agency, college and university reports into one comprehensive report that must be submitted to the Governor and Legislature by November 1 each year.

DHEC's Office of Solid Waste Reduction and Recycling (Office) is the Office charged with compiling data from state agencies, colleges and universities and publishing this report. Copies of this and past reports may be obtained on the Office's Web site, www.scdhec.gov/recycle, or by calling the Office at 1-800-768-7348.

Executive Summary

The Office provided a one-page form (see page 12) to 71 state agencies as well as 30 colleges and universities for the fiscal year (FY) 2003 (July 1, 2002 to June 30, 2003) annual report. Sixty-four state agencies and all 30 of the state's colleges and universities completed and returned the form.

State agencies reported recycling 177,524.69 tons of material while colleges and universities reported recycling 3,943.79 tons of material in FY 2003 for a total of 181,468.48 tons. In addition, state agencies reported that 14.6 percent of their purchases (measured in total dollar amount) were for recycled content products. Colleges and universities reported about 14.5 percent of their purchases were for recycled content products.

Twenty-five categories of recyclables were measured (see page 5). Miscellaneous (Other) items were the top recyclables reported by state agencies totaling 166,291.53 tons.

Mixed paper was the top recycled commodity for colleges and universities totaling 1,624.55 tons.

Numbers provided for buying recycled content products are best estimates. As outlined in the buying recycled section of this report, no consistent, accurate methods exist yet to measure these efforts.

Excluding fly ash recycled by Santee Cooper, the total amount of material recycled by state agencies dropped 268.65 tons in FY 2003 from the previous FY.

The total amount of material recycled by colleges and universities increased 993.22 tons in FY 2003 in the same time period.

Several interesting programs to note are:

- The S.C. Department of Education, the University of South Carolina (Columbia and Aiken campuses) and the Medical University of South Carolina have joined U.S. Environmental Protection Agency's (U.S. EPA) WasteWise program. WasteWise is a free, voluntary program that has its partners set waste prevention, recycling and buying recycled goals.
- The S.C. Resource Conservation Challenge (SCRCC) was created to find new and improved ways for state agencies, colleges and universities, schools and school districts to conserve natural resources, protect the environment and perhaps save money in the process. The SCRCC, modeled after the U.S. EPA's Resource Conservation Challenge, was customized for South Carolina to include beginning, improving and implementing programs on waste reduction, recycling, sustainable development and energy conservation.

The following are members the SCRCC Task Force:

- ▶ Central Carolina Technical College;
- ▶ Clemson University;

- ▶ Greenville Technical College;
- ▶ Legislative Audit Council;
- ▶ Office of the Adjutant General;
- ▶ Piedmont Technical College;
- ▶ S.C. Army National Guard;
- ▶ S.C. Commission for the Blind;
- ▶ S.C. Department of Commerce;
- ▶ S.C. Department of Disabilities and Special Needs;
- ▶ S.C. Department of Education;
- ▶ S.C. Department of Health and Environmental Control;
- ▶ S.C. Department of Social Services;
- ▶ Shaw Air Force Base;
- ▶ State Accident Fund;
- ▶ State Ethics Commission;
- ▶ University of South Carolina; and
- ▶ Winthrop University.

Here are some success stories.

- Trident Technical College switched from paying a private contractor to pick up its recyclables to having their recyclables picked up for free at a savings of \$18,000 to \$20,000 per year. The change in service also allows for more materials to be recycled.
- Piedmont Technical College's Horticulture Landscape Management Program chips trees and limbs and uses them as mulch around campus.
- The S.C. Department of Health and Human Services donates aluminum cans to the Aluminum Cans for Burned Children Program.
- The Asphalt Rubber Technology Service (ARTS) is a partnership between DHEC, Clemson University and the City of Clemson. ARTS was created for the purpose of promoting, designing and testing the use of recycled scrap tires in rubberized asphalt and other civil infrastructure applications. ARTS provides grant funding to S.C. cities, counties and schools for several projects each year, performs research to discover new uses and improve upon existing uses of scrap tires and conducts training classes and seminars on the use, design, testing and construction of rubberized asphalt and other applications.
- ▶ Clemson University Outdoor Laboratory completed a paving project using about 600 tons of rubberized mix that incorporated about 800 scrap tires.
- ▶ Another project included paving several miles of roads within the S.C. Botanical Garden. About 2,800 tires were used to make 2,300 tons of rubberized asphalt for the project.

Recycling

Recycling is the collection, separation, processing and marketing of materials so they can be made into new products. The 64 state agencies that reported this year recycled a total of 177,524.69 tons of materials. In addition, all 30 of the state's colleges/universities responded and reported recycling 3,943.79 tons of materials. The chart below shows the breakdown by commodity.

| Colleges/ Universities | Tons Collected | State Agencies | Tons Collected |
|------------------------------|-------------------|------------------------------|-------------------|
| Aluminum | 0.28 | Aluminum | 322.00 |
| Aluminum Cans..... | 19.23 | Aluminum Cans..... | 20.35 |
| Antifreeze | 1.06 | Antifreeze | 1,018.41 |
| Books | 14.51 | Books | 6.13 |
| Cardboard | 911.97 | Cardboard | 1,158.54 |
| Cell Phones | 0.00 | Cell Phones | 0.08 |
| Computers | 163.17 | Computers | 4.67 |
| Fluorescent Lights..... | 24.03 | Fluorescent Lights..... | 5.60 |
| Glass | 38.92 | Glass | 1.20 |
| White Paper | 83.35 | White Paper | 784.64 |
| Lead-acid Batteries | 31.03 | Lead-acid Batteries | 97.14 |
| Magazines | 25.92 | Magazines | 16.85 |
| Mixed Paper | 1,624.55 | Mixed Paper | 2,128.65 |
| Newspaper | 114.13 | Newspaper | 79.74 |
| Office Equipment | 7.75 | Office Equipment | 4.63 |
| Oil | 34.46 | Oil | 1,613.74 |
| Oil Filters | 1.84 | Oil Filters | 27.60 |
| Other | 249.81 | Other | 166,291.53 |
| Pallets | 79.89 | Pallets | 85.89 |
| Paperboard | 0.00 | Paperboard | 1.75 |
| Phone books | 28.67 | Phone books | 51.43 |
| Plastic | 11.85 | Plastic | 8.10 |
| Rechargeable Batteries | 0.15 | Rechargeable Batteries | 11.46 |
| Scrap Metal | 469.73 | Scrap Metal | 1,318.87 |
| Steel Cans | 7.49 | Steel Cans | 2,465.69 |
| TOTAL | 3,943.79 | TOTAL | 177,524.69 |

Recycling programs vary. There is not one standardized method for collection. In addition, different programs collect different materials. Markets are often the determining factor for materials collected.

In the Other category, a total of 166,541.34 tons were collected by agencies and schools. The following are items that were listed as being

recycled: cartridges; tires; rags; utility poles; fishing line; ballast; naptha; fly ash; and VHS tapes. It should be noted that fly ash contributed 165,852.60 tons to total amount of recycled materials by state agencies in FY 2003.

The FY 2003 Reporting Form (see page 12) sent to state agencies as well as colleges and universities did not ask for a description of the recycling programs. Instead, it asked for the materials collected and amounts.

The S.C. Department of Corrections (SCDC) services the majority of the state agencies and some colleges located in the Columbia area. SCDC picks up and delivers the collected recyclables to its recycling center where inmates sort and prepare them for market. For example, all paper is sorted by type – white paper, computer paper, newspaper, magazines and mixed office paper. After sorting, the paper is shredded, baled and delivered to a recycling vendor.

Additionally, the City of Columbia collects white office paper from state agencies and colleges at no charge, but does not offer shredding services.

For state agencies, colleges and universities outside the Columbia area, what is collected in the recycling program and how the recyclables are picked up and taken to market also can vary. If the county or city where the college or agency is located offers recycling pickup, then a partnership or an agreement is an option, usually at no extra cost. If the county or city does not offer a recycling pickup program, then the college or agency must coordinate taking the recyclables to a drop-off center or work with a private hauler to get the recyclables to market.

Many programs form partnerships to offer more recycling services or target a specific recyclable. For example, the S.C. Department of Parks, Recreation and Tourism (SCPRT), the S.C. Department of Health and Environmental Control's Office of Solid Waste Reduction and Recycling (Office) and several counties have formed a partnership to provide recycling at some of South Carolina's State Parks. Through this partnership, the Office provides recycling bins with customized signage and SCPRT provides maintenance as well as staff to collect and/or take the recyclables to county recycling facilities.

Recycling Guide

The following list was provided by the S.C. Department of Corrections to be used as a recycling guide for state agencies as well as colleges and universities in the Columbia area.

WHAT CAN BE PLACED IN AN OFFICE RECYCLING CONTAINER?

White Paper such as:

- Copy Paper
- Envelopes (plain & window)
- Memos and Letters
- Phone Messages
- Fax Paper
- Shredded Paper

Colored or Mixed Paper such as:

- Sticky Notes
- Legal Pad Paper
- Tri-color Carbonless Forms
- Manila Folders

Paperboard such as:

- Supply Boxes
- Cardstock
- Large Brown Envelopes
- Legal Files
- Backs of Legal Pads
- Candy and Cereal Boxes

WHAT CAN BE PLACED IN CENTRALLY LOCATED RECYCLING BINS?

- Flatten corrugated cardboard

Other Recyclables, such as:

- Phone Books (seasonal)
- Magazines
- Green/Blue Bar Computer Paper
- Newspapers
- Electrical Wire
- Scrap Metal, Copper and Brass
- Aluminum and Aluminum Cans
- CPUs
- Ink Jet and Laser Cartridges
- #10 Steel Cans

DO NOT RECYCLE THESE:

- Glass
- Plastic
- Carbon Paper
- Candy Wrappers
- Food or Food Waste
- Three-ring Binders
- Styrofoam or Paper Cups
- Napkins or Tissue
- Wood
- Electronic Equipment
- Small Printers

Waste Reduction

Waste reduction is reducing the amount of waste generated through source reduction, reuse, recycling, composting and/or other diversions. Waste reduction methods have to be identified before they can be measured. The FY 2003 Reporting Form sent to state agencies as well as colleges and universities only requested the types of waste reduction practices being used. The S.C. Department of Health and Environmental Control's Office of Solid Waste Reduction and Recycling is exploring ways to track, measure and report waste reduction activities.

Of the 64 state agencies and 30 colleges and universities reporting, 58 state agencies and 28 colleges reported waste reduction practices.

Examples of waste reduction activities include:

- making two-sided copies;
- using e-mail for routine communication;
- using fax labels instead of cover sheets;
- using the blank side of used paper (e.g., fax confirmation sheets) for draft copies;
- limiting the number of copies of publications you receive – circulate one copy throughout the office;
- taking home recyclables that are not collected in your office program (e.g., plastic soft drink bottles);
- requesting minimal packaging when ordering supplies;
- reusing packing peanuts and boxes for mailing;
- setting up mulch and composting programs;
- reusing paper folders, three-ring binders and other office supplies;
- setting up a toner cartridge recycling program;
- leasing computers and other office electronics equipment; and
- placing your materials, reports and other appropriate information on your agency's or college's/university's Web and/or Intranet sites and promoting their use.

Buying Recycled

Buying recycled is purchasing a product that is made in whole or in part from material recovered from products that have been recycled. The FY 2003 Reporting Form asks state agencies as well as colleges and universities to determine the following – of the total dollar amount of their purchases, what percent is spent on recycled content products?

Forty-four state agencies and 27 colleges and universities responded to the buy recycled question. On average, state agencies reported that their buy recycled purchases were 14.6 percent of their total dollar amount of purchases. Colleges and universities reported 14.5 percent of their total dollar amount of purchases were for recycled content products.

The difficulty of tracking and identifying recycled content purchases should be noted. In many agencies and universities, purchasing is decentralized – many people can make purchases – thus making tracking of purchases difficult, if not impossible.

Also, many agencies and universities do not have tracking programs within their procurement process. For example, within the S.C. Department of Health and Environmental Control (DHEC) most purchases are tracked through a program called the Administrative Information Management System (AIMS). AIMS requires a product code and/or product description that aids in identifying recycled content purchases. At the end of the fiscal year, a report of DHEC's buy recycled purchases can be generated. It is not the best tracking system, but it aids in understanding what is purchased by DHEC.

At DHEC, the purchasing card has its own tracking problems. Usually, credit card purchases are not tracked. DHEC's Bureau of Business Management designed an electronic form to assist with tracking purchases when using the credit card, especially recycled content products. DHEC buyers that have direct purchase order training are taught to use the electronic credit card tracking form. The form requests buy recycled information and there is no hard copy involved. The buyer fills out the form electronically and the form is automatically submitted.

Below are some of the recycled content products that were purchased:

- **COPY PAPER** – The percentage of recycled content can vary but the performance does not.

- ▶ There are state contracts for recycled content business cards and bond paper.
- ▶ Central Supply offers recycled content items such as steno pads, easel pads and bond paper with the state seal.

- **OFFICE FURNITURE** – There are brands that use recycled content steel in their products.
- **OFFICE PRODUCTS** – There are many office products including pencils, pens, pads, calendars, desk accessories, postable notes, computer disks and folders made from recycled content materials.
- **TONER CARTRIDGES** – Many companies offer rebuilt or re-inked cartridges.
- **CLOTHES, UNIFORMS OR BAGS** – Many companies offer clothing made of reclaimed cotton and/or plastic beverage containers.
- **USED TIRES** – Old tires have many uses including being processed into welcome mats, machine mats and soaker hoses; paving for walking paths or running tracks; rubberized asphalt; and rubber tire chips used as aggregate for road paving, septic system drain lines and mulch. The Asphalt Rubber Technology Service (ARTS) was created by DHEC, Clemson University and the City of Clemson for the purpose of promoting, designing and testing the use of recycled scrap tires in rubberized asphalt and other crumb rubber civil infrastructure applications. To date tires have been used to make thousands of tons of rubberized asphalt in various projects at the following locations: Pickens County School District; Anderson County; S.C. Botanical Garden; Clemson Outdoor Laboratory; and Greenville County. Visit www.ces.clemson.edu/arts to learn more about ARTS.
- **PLASTIC LUMBER** – Lumber made from post-consumer milk jugs, detergent bottles and other plastics can be used to make outdoor furniture such as picnic tables, benches, recycling and waste containers.

Other examples of recycled content products that can be purchased include carpeting made from post-consumer beverage containers and glass cullet that is used as an aggregate and reflective material in road paints.

Additionally, the S.C. Budget and Control Board's Material Management Office (MMO), State Central Supply Office, Chief Information Office and DHEC's Office of Solid Waste Reduction and Recycling (Office) are working together to make purchasing recycled content items easier. A choice of recycled content versus virgin products has been established on several statewide contracts. Examples include:

- **OFFICE SUPPLIES** – postable notes, index cards, binders, etc.;
- **FINE PAPERS AND ENVELOPES** – copy paper, clasp envelopes, etc.; and
- **OTHER PAPER PRODUCTS** – toilet tissue, hand towels, etc.

There are several state contracts in place that provide recycled content products and services including one for renewable/reusable oil filters. Another contract requires state agency business cards to be printed on 30 percent post-consumer content paper. In addition, MMO is setting up a contract for re-refined oil and re-refined antifreeze.

The Office is working with MMO and private industry to develop and maintain nonrestrictive recycled content specifications based on industry standards. In addition, MMO is periodically advertising in S.C. Business Opportunities for vendors to provide information on their recycled content products. Both the statewide contracts and recycled content specifications are available to agencies and other governmental entities as well as the public at the MMO Web site, www.state.sc.us/mmo.

The Recycle Guys Awards Program

The S.C. Department of Transportation (S.C. DOT) was named the 2003 Outstanding State Agency Waste Reduction and Recycling Program Award winner during the annual Recycle Guys Awards Program.

The S.C. DOT recycled nearly 1,116 tons of materials in fiscal year (FY) 2003 including more than 300 tons of aluminum, 50 tons of cardboard and 3 tons of computers as well as office paper and oil filters. In addition, the agency developed several waste reduction efforts including leasing office equipment as well as reusing pallets, containers, cardboard boxes and envelopes.

In FY 2003, the S.C. DOT also reported that 35 percent of its purchases were for recycled content products.

In partnership with Lane Construction Corporation, the agency recycled 200,000 tons of concrete in a project that covered a 10-mile stretch of I-95. In this unique construction project, the 10-inch thick roadway was removed, crushed and placed back into the new aggregate. In addition to the recycling benefits, the S.C. DOT did not have to dispose of the old aggregate, new aggregate did not have to be purchased and trucking costs were reduced.

The S.C. DOT was recognized during the annual Recycle Guys Awards Program that honors the top recycling programs, projects and people in South Carolina for outstanding achievement in a variety of categories. Offered by the S.C. Department of Health and Environmental Control's Office of Solid Waste Reduction and Recycling, the annual recognition program was first held in 1995.

The criteria for this recognition are the success of the program (e.g., recycling rate, participation rate, amount of

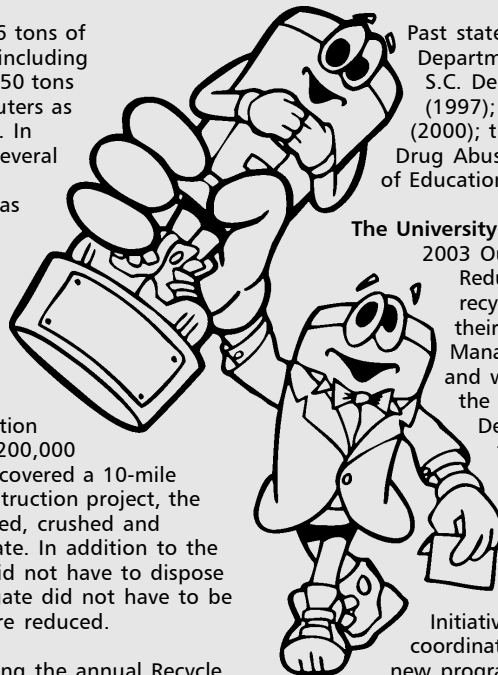
material recycled, amount of waste reduced, amount of material composted, types of material collected and buy recycled efforts), leadership, innovative approaches as well as education and outreach efforts.

Past state agency winners include: the S.C. Department of Corrections (1996, 1998, 1999); the S.C. Department of Health and Human Services (1997); Greenville County Health Department (2000); the S.C. Department of Alcohol and Other Drug Abuse Services (2001); and the S.C. Department of Education (2002).

The University of South Carolina-Aiken was named the 2003 Outstanding College or University Waste Reduction and Recycling Program. Their renewed recycling efforts have resulted in the doubling of their recycling rate. Their Health and Safety Manager has taken over the recycling program and worked closely with the housekeeping staff, the Department of Operations and even the Department of Biology and Geology to expand the program. They've added two commodities for a total of 12 this year and indoor and outdoor recycling containers throughout campus.

For their efforts, USC-Aiken also received a grant from the S.C. Sustainable Universities Initiative, enabling them to hire a student recycling coordinator (RC). The RC is charged with developing new programs and will oversee special recycling events including a Reuse-a-Shoe project and America Recycles Day events.

Past college and university recycling program winners include: the University of South Carolina (1995, 2000); Central Carolina Technical College (1996); the Medical University of South Carolina (1997, 1999); Winthrop University (1998); Furman University (2000); Clemson University (2001); and Trident Technical College (2002).



Recommendations

The S.C. Department of Health and Environmental Control's Office of Solid Waste Reduction and Recycling (Office) offers the following recommendations to state agencies as well as colleges and universities.

- Improve waste reduction, recycling and buying recycled programs and practices.
- Improve the collection and reporting of information associated with these type of waste management activities.

Reporting

Every state agency as well as college and university is required to report. In order to increase participation and improve the accuracy, the Office, in partnership with the S.C. Resource Conservation Challenge, has developed a task force of state agencies and colleges and universities that will work to improve their waste management practices.

Recycling

Most buildings and/or office spaces are leased, not owned. Space for recycling and solid waste management is a detail that is often overlooked in lease agreements. Office buildings have been designed without loading docks to allow for office supply deliveries or recycling storage and collection.

State agencies, colleges and universities together with the S.C. Budget and Control Board's State Building and Property Services and the Office, should work to ensure that the following issues are addressed in lease agreements:

- recycling collection (janitorial or office staff);
- storage of recovered materials until pick up (covered space and room for handling); and

- credit for waste reduction. In many cases, building owners pay for disposing of waste. Recycling programs reduce the amount of waste generated and therefore save the building owner disposal costs. Financial credit should be given on the lease to the leasee for these savings.

Waste Reduction

The Office has two recommendations. First, the Office strongly recommends that each state agency as well as college and university develop, continue and expand education programs to increase awareness and to encourage waste reduction and cost saving practices. The Office can provide technical assistance in this area.

Second, the Office recommends that state agencies and colleges and universities use the state's surplus system to find new homes for unused materials and supplies. The hierarchy of waste management begins with not generating waste in the first place. The state's surplus system promotes the reuse of materials that are purchased by state government. This system works well, and agencies and educational institutions should remember to consider in-house reuse before sending items to surplus.

Buying Recycled

State government needs to buy recycled. It's easy. All paper and paper products purchased on state contract could be recycled content including all paper products purchased from Central Supply. More recycled content and environmentally friendly contracts need to be offered. These contracts could ease the tracking of products purchased. The Office will continue working with Materials Management Office, Chief Information Office and other areas in the S.C. Budget and Control Board to improve and ease the buy recycled purchasing process.

Recycling by State-Supported Entities

The following state agencies as well as colleges and universities submitted their reports for this publication. Also included is the amount of recyclables collected by each institution.

| COLLEGE/UNIVERSITY | RECYCLABLES/TONS | COLLEGE/UNIVERSITY | RECYCLABLES/TONS |
|---|------------------|--|-------------------------|
| – Aiken Technical College | 27.33 | – University of South Carolina | 648.55 |
| – Central Carolina Technical College | 8.96 | – Williamsburg Technical College | 32.15 |
| – Charleston University | 41.64 | – Winthrop University | 142.95 |
| – Clemson University | 736.06 | – York Technical College | 106.84 |
| – Coastal Carolina University | 63.81 | | |
| – Denmark Technical College | * | STATE AGENCY | RECYCLABLES/TONS |
| – Florence-Darlington Technical College | 35.80 | – Administrative Law Judge Division | 9.75 |
| – Francis Marion University | 43.40 | – Capitol Complex | 211.89 |
| – Governor’s School for Science | 0.72 | – Education Oversight Committee | ** |
| and Mathematics | | – Governor’s Office | ** |
| – Greenville Technical College | 115.79 | – Legislative Printing, Information | ** |
| – Horry-Georgetown Technical College | 23.00 | and Technology Systems | |
| – John de la Howe School | * | – Office of the Lt. Governor | ** |
| – Lander University | 58.25 | – Office of the Adjutant General | 162.35 |
| – Medical University of South Carolina | 1,226.26 | – Office of the State Auditor | 2.03 |
| – Midlands Technical College | 21.35 | – Office of State Archaeologist | *** |
| – Northeastern Technical College | 5.46 | – Patriots Point Development Authority | 20.25 |
| – Orangeburg-Calhoun Technical College | 3.63 | – Public Service Commission | 5.72 |
| – Piedmont Technical College | 34.8 | of South Carolina | |
| – S.C. School for the Deaf and Blind | 10.19 | – S.C. Arts Commission | 0.79 |
| – S.C. State University | 141.44 | – S.C. Attorney General | 1.25 |
| – Spartanburg Technical College | 0.00 | – S.C. Commission for Higher Education | 8.91 |
| – Technical College of the Low Country | 10.20 | – S.C. Commission for Minority Affairs | ** |
| – The Citadel | 265.04 | – S.C. Commission for the Blind | ** |
| – Tri-County Technical College | 43.25 | – S.C. Commission | ** |
| – Trident Technical College | 78.32 | on Indigent Defense | |
| – Wil Lou Grey Opportunity School | 18.60 | – S.C. Commission | 1.87 |
| | | on Prosecution Coordination | |
| | | – S.C. Department of Agriculture | ** |

| STATE AGENCY | RECYCLABLES/TONS | STATE AGENCY | RECYCLABLES/TONS |
|---|------------------|---|------------------|
| – S.C. Department of Alcohol and Other Drugs Services | 20.38 | – S.C. Human Affairs Commission | 2.24 |
| – S.C. Department of Archives and History | 190.00 | – S.C. Jobs - Economic ** Development Authority | |
| – S.C. Department of Commerce | ** | – S.C. Judicial Department | ** |
| – S.C. Department of Consumer Affairs | ** | – S.C. Law Enforcement Division | 28.86 |
| – S.C. Department of Corrections | 2,717.53 | – S.C. Legislative Audit Council | ** |
| – S.C. Department of Disabilities and Special Needs | 91.06 | – S.C. Office of Appellate Defense | 0.05 |
| – S.C. Department of Education | 847.32 | – S.C. Probation, Parole and Pardon Services | 23.29 |
| – S.C. Department of Health and Environmental Control | 310.87 | – S.C. Public Service Authority | 168,507.90 |
| – S.C. Department of Health and Human Services | 141.90 | – S.C. Sea Grant Consortium | 4.17 |
| – S.C. Department of Insurance | 4.50 | – S.C. Second Injury Fund | 0.10 |
| – S.C. Department of Juvenile Justice | 54.38 | – S.C. Senate | ** |
| – S.C. Department of Labor, Licensing and Regulation | 26.81 | – S.C. State Housing Finance and Development Authority | 9.75 |
| – S.C. Department of Mental Health | 113.66 | – S.C. State Library | 8.37 |
| – S.C. Department of Natural Resources | 1.54 | – S.C. State Museum Commission | 5.55 |
| – S.C. Department of Parks, Recreation and Tourism | 48.11 | – S.C. State Ports Authority | 144.20 |
| – S.C. Department of Public Safety | 125.93 | – S.C. State Treasurer's Office | ** |
| – S.C. Department of Revenue | 108.85**** | – S.C. Vocational Rehabilitation Department | 23.86 |
| – S.C. Department of Social Services | 140.14 | – S.C. Workers Compensation Commission | ** |
| – S.C. Department of Transportation | 3,293.12 | – State Accident Fund | 9.19 |
| – S.C. Education Lottery | 6.30 | – State Board for Technical and Comprehensive Education | 8.43 |
| – S.C. Educational Television | 5.00 | – State Board of Financial Institutions | 0.25 |
| – S.C. Higher Education Tuition Grants Commission | 0.07 | – State Budget and Control Board | 54.73 |
| | | – State Election Commission | 20.91 |
| | | – States Ethics Commission | 0.57 |

* A report was submitted of materials recycled but no totals were provided.

** Several state agencies are located within the Capitol Complex. Their recyclables are collected and weighed together. The total amount of recyclable collected within the Capitol Complex for FY 2003 was 211.89 tons.

*** The Office of the State Archeologist is housed on the University of South Carolina (USC) campus in Columbia. The recyclables collected from this office are included in the total collected for USC.

**** This total is reported courtesy of the S.C. Department of Corrections.

Waste Reduction, Recycling and Buying Recycled Report

State Agencies/College and Universities

FY 2003 (July 1, 2002 – June 30, 2003)

The S.C. Solid Waste Policy and Management Act of 1991 (Act) requires state agencies as well as colleges and universities to have a recycling program. The Act also requires state agencies as well as colleges and universities to measure waste reduction, recycling and buying recycled activities and report those activities each fiscal year to S.C. Department of Health and Environmental Control (DHEC). The Act requires the report must be submitted to DHEC by September 15 each year. Reports should be sent electronically to Pam Bergstrand at bergstpp@dhec.sc.gov. For more information, please call 1-800-768-7348.

1. General

Contact Name: _____ Date: _____
 Agency or School: _____
 Address: _____
 Phone: _____ Fax: _____ E-mail: _____
 Number of Buildings throughout the State: _____
 Number of Agency or School Employees: _____

2. Recycling

Recycling is defined as the collecting, separating, processing and marketing of materials so they can be used again. Please mark items collected and indicate the amount collected and sent to a recycler.

| Item | Tons Collected | Item | Tons Collected |
|--|----------------|---|----------------|
| <input type="checkbox"/> Office paper-white | _____ | <input type="checkbox"/> Steel cans | _____ |
| <input type="checkbox"/> Mixed office paper | _____ | <input type="checkbox"/> Scrap metal | _____ |
| <input type="checkbox"/> Newspaper | _____ | <input type="checkbox"/> Pallets | _____ |
| <input type="checkbox"/> Magazines | _____ | <input type="checkbox"/> Computers | _____ |
| <input type="checkbox"/> Books | _____ | <input type="checkbox"/> Aluminum cans | _____ |
| <input type="checkbox"/> Corrugated cardboard | _____ | <input type="checkbox"/> Aluminum | _____ |
| <input type="checkbox"/> Paperboard (paperboard) | _____ | <input type="checkbox"/> Lead-acid batteries | _____ |
| <input type="checkbox"/> Phone books | _____ | <input type="checkbox"/> Rechargeable batteries | _____ |
| <input type="checkbox"/> Fluorescent lights | _____ | <input type="checkbox"/> Used oil | _____ |
| <input type="checkbox"/> Cellular phones | _____ | <input type="checkbox"/> Antifreeze | _____ |
| <input type="checkbox"/> Office equipment | _____ | <input type="checkbox"/> Used oil filters | _____ |
| <input type="checkbox"/> Glass containers | _____ | <input type="checkbox"/> Plastic bottles | _____ |
| <input type="checkbox"/> Other _____ | _____ | <input type="checkbox"/> Other _____ | _____ |

3. Waste Reduction

Waste reduction is an important waste management strategy that encourages people to generate less trash through practices such as reuse, composting and buying products with less packaging.

Have you implemented waste reduction practices? ☐ YES ☐ NO

If YES, please mark the waste reduction methods practiced.

- | | |
|---|--|
| <input type="checkbox"/> Leasing computers | <input type="checkbox"/> Reusable mugs |
| <input type="checkbox"/> Two-sided copying | <input type="checkbox"/> Scrap paper reuse |
| <input type="checkbox"/> Toner cartridge exchange | <input type="checkbox"/> Reuse of folders |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

4. Buy Recycled Efforts

A recycled content product is made in whole or in part from material recovered from items that have been recycled.

Percentage of Buy Recycled purchases compared to total (dollar) amount of purchases: _____%

Please mark the Buy Recycled products purchased.

- | | | |
|--|---|--|
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Carpet | <input type="checkbox"/> Office paper and paper products |
| <input type="checkbox"/> Clothes or uniforms | <input type="checkbox"/> Re-refined oil | <input type="checkbox"/> Oil filters |
| <input type="checkbox"/> Refined antifreeze | <input type="checkbox"/> Pencils and pens | <input type="checkbox"/> Electronics equipment |
| <input type="checkbox"/> Toner cartridges | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

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